

**ALASKA BOARD OF NURSING
NURSE AIDE REGISTRY
Web site: www.nursing.alaska.gov
NEW LICENSEE INFORMATION**

CERTIFICATE RENEWAL (12 AAC 44.815)

Nurse aide certificates are renewed every two years in even-numbered years **REGARDLESS** of when a certificate was issued. Nurse aide certificates **EXPIRE** on March 31 of even-numbered years. Renewal notices are mailed at least 60 days prior to the expiration date. New certificates issued within 90 days of the renewal expiration will be effective through the next biennial period.

CONTINUED COMPETENCY FOR RENEWAL (12 AAC 44.815) and (12 AAC 44.825)

There are continued competency requirements for each renewal period. It is the licensee's responsibility to familiarize themselves with these requirements. The following applies:

- If you have held your certification for two years or more, you must complete 24 contact hours of continuing education and 160 hours of monetarily compensated employment.
- If you have held your certification for over a year but less than two years, you are required to have completed 12 contact hours of continuing education and 160 hours of monetarily compensated employment.
- If you have held your certification for less than a year, you are not required to complete neither the 160 hours or more of monetarily compensated employment nor the contact hours of continuing education.

Information about where and how you can obtain continuing education is available on the Board of Nursing web site at: www.commerce.state.ak.us/occ/pnua.htm

RANDOM AUDITS (12 AAC 02.960)

After each renewal period, a percentage of licensees will be randomly audited to ensure compliance with the Board of Nursing requirements for continued competency. If you are chosen for the random audit, you will be notified and required to submit documentation of continued competency. **It is the licensee's responsibility to retain proof of completed continuing education. Acceptance of said documentation is at the discretion of the Board of Nursing.**

Forms for documenting your continuing education may be obtained from the Board of Nursing web site at: www.commerce.state.ak.us/occ/pnua.htm

NAME AND ADDRESS CHANGES

It is the certificate holder's responsibility to notify the Division of Occupational Licensing, **IN WRITING**, of any change of address. **Failure to receive a renewal notice does not relieve a certificate holder of the responsibility to renew his/her certification prior to the expiration date.**

Please forward changes of name/address to: Alaska Nurse Aide Registry, 550 W. 7th Avenue, Suite 1500, Anchorage, AK 99501

BUSINESS LICENSING REQUIREMENTS

All certified nurse aides who are conducting business or offering services in Alaska and who are not considered an employee must obtain a business license. If you are unsure if you are an independent contractor or an employee, please discuss this matter with the person for whom you are working or an attorney. Please contact the **Division of Occupational Licensing, Business Licensing Section, at (907) 465-2550** or visit the Business Licensing web site at: www.commerce.state.ak.us/occ

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FEES AND OTHER SERVICES

Name Change: \$5.00 fee (if you want a new certificate reflecting the name change) otherwise free. Name change forms are available at the Board of Nursing web site at www.nursing.alaska.gov or you may submit a certified true copy of the legal document evidencing the name change.

Duplicate Certificate: \$5.00 fee (must be accompanied with a written request)

Verification of Alaska Certificate: \$20.00 fee (please include other state's verification form)

Wall Certificate (suitable for framing): \$20.00 fee (must be accompanied with a written request)

BOARD OF NURSING WEB SITE

nursing.alaska.gov

Please visit the Alaska Board of Nursing web site for information pertaining to certified nurse aides. Some examples of information that you can obtain are:

- Current Statutes and Regulations
- Name and address change forms
- Nursing Gazette Newsletter
- Board Meeting Dates and Agendas
- Contact Information for Board Staff
- Notices of Proposed Regulations